

My Move details

Job / Booking Number _____

Move _____

Date _____ Time _____ Cost per hour _____

PrePak _____

Date _____ Time _____ Cost per hour _____

UnPack _____

Date _____ Time _____ Cost per hour _____

Cleaner _____

Date _____ Time _____ Cost _____

My Home Service Providers

Electricity _____

Gas _____

Phone (land line) _____

Internet _____

Home Services (moving, cleaning, & etc.) _____

Insurance (home) _____

Insurance (car) _____

Insurance (other) _____

Pay TV _____

Post Office Box _____

Changing My Address

Mobile _____

Driver's License _____

Auto Registration _____

Electric Bill _____

Changing My Address (cont.)

Bank (Savings / Checking) _____

Bank (credit cards) _____

Bank (Loan) _____

Bank (Other) _____

Shares * Investments _____

Accountant _____

Employer _____

School _____

Medicare _____

Medicaid _____

Doctor _____

Vet _____

Sports Membership (gym, soccer, & etc.) _____

Magazine & News Subscriptions _____

Online Memberships (ebay, paypal & etc) _____

Loyalty Cards (frequently flyers) _____

Friends & Family _____

Other _____

Other _____

FIRST THINGS TO DO

- ___ **As soon as you know your move date, book your StoneBriar Moving team.**
You can do this by calling **469-734-9000** or going online at: StoneBriarMoving.com
- ___ **Formally notify the landlord of your intention to vacate the premises**
- ___ **Tell your new landlord of your moving schedule**
- ___ **Organize for a storage facility if you need one**
For a full list of storage facilities in your area visit www.StoneBriar

PREPARING YOUR STUFF

- ___ **Create a list of items you no longer need or want**
Give them to charity, friends and family or hold a garage sale. The less clutter you have, the easier it will be to pack.
- ___ **Order quality removal boxes & packing materials (StoneBriarMoving.com)**
(Don't be tempted to use 'free' boxes—they will break and their odd sizes make loading & unloading the removal truck very slow.)
- ___ **Start packing**
This is a long job—allow at least 2-weeks.
If you don't have time, StoneBriar Movers can provide professional packers to do a part of or the whole job for you. For more information visit.
StoneBriarMoving.com
- ___ **Label all boxes with the room they belong in at the new place**
- ___ **Write the contents of each box as you pack it.**
Stick it on top of the box to help you find an item later on.
- ___ **Create a special ' move day" bag**
Puts your keys, prescriptions and anything else you need easy access to in it.
- ___ **Dismantle Larger furniture, or leave it for the moving professionals**
Put all bolts, brackets, screws & etc., in a labelled & sealed bag. Then stick it firmly to the underside or in a drawer of the item they belong to so you can easily find it later on.

Preparing Your Stuff (Cont.)

- Dismantle outdoor furniture - watch out for spiders.**
- Drain the oil & gas in the lawn mower & other mechanical items.**
- Backup your computer's hard drive.**
- Organize for a trash removal service.**
We recommend 1-800-GOT-JUNK for trash removal services
- Drain & disassemble any waterbeds.**
- Take the remote garage door opener out of your car!**
- Return any DVDs, games & or library books you may have out.**
- Use everything in the refrigerator before the move day.**
Throw it out if it won't be used
- Defrost the freezer**
If you need to keep the contents of your freezer, put them in an
- Get any critical repairs done to the house.**
- Book in a professional cleaner.**
- Organize a property inspection with the landlord after the cleaner .**
Required to regain any bond amount owed to you
- Get your home & contents or car insurance reviewed.**
- Get you pets records from the vet.**
Including medical history & immunization certificates
- Give your pet a familiar toy during the move to reduce stress.**
- Book an elevator in your apartment complex to use on the move day.**
- Organize house settlement times an changeover of keys**
- Settle outstanding bills with any of the utility companies you use.**
Pay TV, Electricity, Gas, Internet, Water and security
- Arrange to have your telephone, Internet, pay TV, gas, electricity & etc. disconnected and reconnected at the new address.**

Move Day—Things to Remember

- If all loose items are packed and the floors are clear, your moving professionals can work much more efficiently.
- Keep a water bottle, kettle, tea bags, coffee, milk and sugar unpacked
- Check all the cupboard before you leave
- Lock all the doors and windows before you leave
- Check the back of the truck before the moving professionals leave.

After Moving

- Notify utility companies of the change of address
- Notify friends & family of your new address, telephone numbers & etc.
- Start unpacking
- Order a pizza for dinner for all of your hard work
- Hold a house warming party

RELAX . . .

Welcome to your new home!